



Begin planning with JIRA

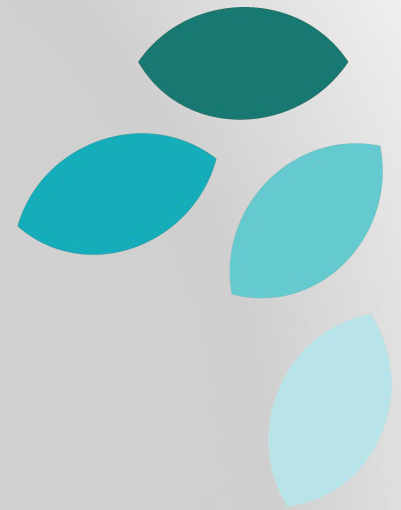
- EPICs, Stories, Subtasks

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training.linuxfoundation.org

Topics

- Basic Rules
- What are EPICs, (User-)Stories, Sub-Tasks
- Guidelines, Best Practices
- How to create EPICs, Stories, Sub-Tasks
- How to enter the data for the upcoming release





Basic rules

Basic rules

- Use JIRA as the only place to plan the project work.
 - It will make it transparent to all participants
 - In your project, but also to related projects
 - Progress and backlog allows coordination



Basic rules

- Use same JIRA issue types across all projects;
- OPNFV uses :
 - Epic
 - Story
 - Subtask
 - Bug



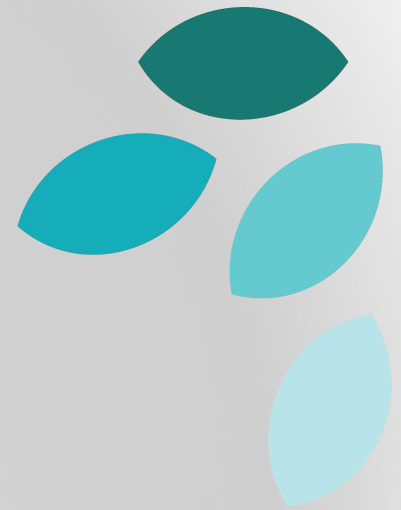
Basic rules

- Use Stories for planning the work items
 - Coordination with fellow projects
 - Define relationships (depends/blocks)



Basic rules

- Define clear Acceptance Criteria / Definition of Done
 - e.g. list of activities that add verifiable/demonstrable value to the product
 - written code
 - code comments
 - unit tests, integration tests
 - release notes
 - design documents
 - etc.





What are EPICs, (User-)Stories, Sub-Tasks

(OPNFV style)

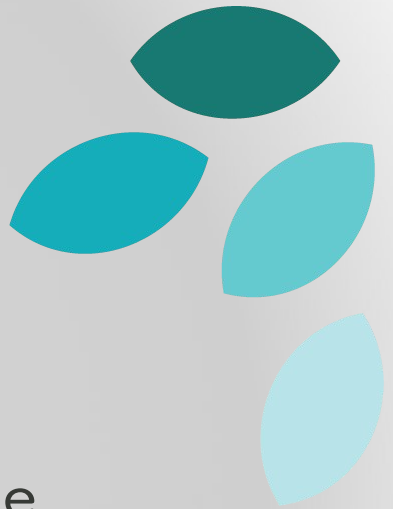
EPICs, Story, Sub-Tasks

- Agile Development / Scrum
- Issue Types
- Different abstraction levels
- Used to compose the Backlog of the development cycle



EPICs

- >> An epic captures a large body of work. It is essentially a large user story that can be broken down into a number of smaller stories. It may take several sprints to complete an epic. <<
- big, coarse-grained
- large themes, overall goals



User Story

- >> A story or user story is a software system requirement that is expressed in a few short sentences, ideally using non-technical language. <<
- Non-technical language, expresses user needs
- „**As a** <user> = who
I want to <be able to do XYZ> = what
so that <ABC can be done>“ = why



Subtask

- >> A sub-task issue is typically one of many tasks that make up a story . <<
- Contains description of individual work item (detailed , technical)
- Breaks-up stories into digestable workloads
- Can be shared, assigned, relate to, depends/depended on by, blocks/blocked by





Guidelines, Best Practices

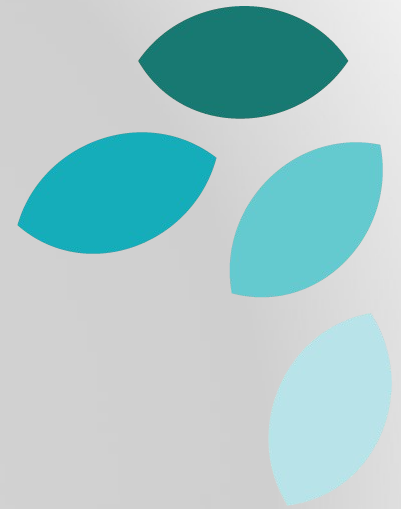
Guidelines, Best Practices (0)

- Check for existing issues first
 - check the project - the issue might exist already
 - avoid duplicates !



Guidelines, Best Practices (1)

- Write good
 - subject
 - description
 - definition of done (acceptance criteria)
- Makes it easier to understand work items
- Makes it easier to align/share work items



Guidelines, Best Practices (2)

- Label stories in order to query backlogs easily.
 - OPNFV uses the label **R2** for the Brahmaputra Release
 - Use this label !
- Makes it easier to query the backlog
- Keeps track of the workload per release



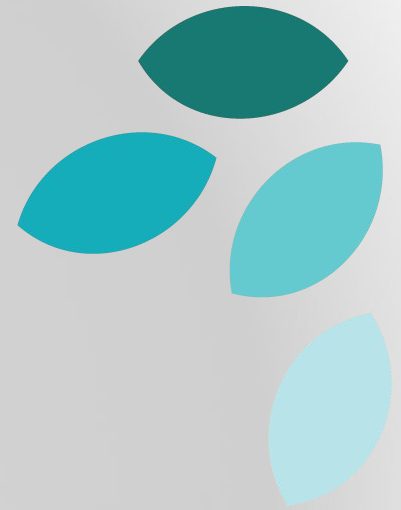
Guidelines, Best Practices (3)

- Properly progress work items
 - Open → In Progress → Resolved → Closed
 - Gives fair view of what is happening
 - Allows estimate of remaining work / time



Guidelines, Best Practices (4)

- Keep the work item specific conversations on JIRA.
 - Do not copy to Wiki or Etherpad
 - use links to JIRA
- Fellow projects can join the conversation
- Single place to track
- Decisions, Problems, Solutions documented

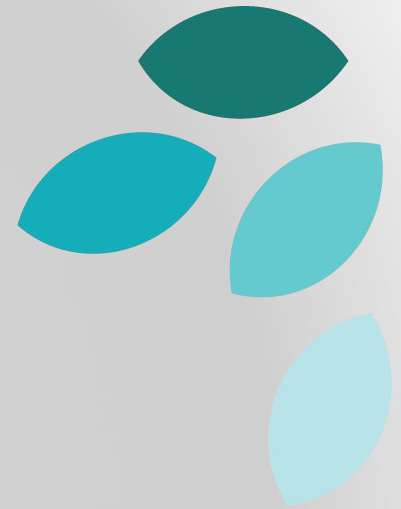




How to create EPICs, Stories, Subtasks

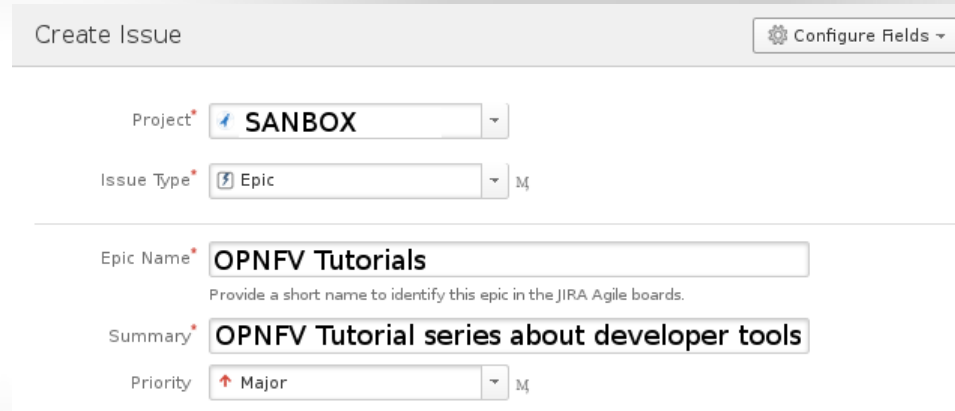
How to create an EPIC

- Log in to JIRA
- **Create issue**
- The „Create Issue“ form appears



How to create an EPIC

- Select the Project
 - e.g. SANDBOX
- Select the Issue type
 - EPIC
- Short Name
 - e.g. „OPNFV Tutorials“
- Summary
 - e.g. „OPNFV Tutorial series about developer tools“



The screenshot shows the 'Create Issue' form in JIRA. At the top right, there is a 'Configure Fields' button. The form contains the following fields:


- Project:** A dropdown menu with 'SANBOX' selected.
- Issue Type:** A dropdown menu with 'Epic' selected.
- Epic Name:** A text input field containing 'OPNFV Tutorials'. Below it is a small instruction: 'Provide a short name to identify this epic in the JIRA Agile boards.'
- Summary:** A text input field containing 'OPNFV Tutorial series about developer tools'.
- Priority:** A dropdown menu with 'Major' selected.

How to create an EPIC

- Add Description


state:

- Development goal
- Requirements
- Definition of Done

Assignee  Automatic

[Assign to me](#)

Environment

 M

For example operating system, software platform and/or hardware specifications (include as appropriate for the issue).


Description

A series of tutorial videos shall be developed.
The tutorial shall:

- cover the development tools
- come with slides
- come with examples

Definition of Done:

- Videos uploaded and slides posted.

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How to create an EPIC

- Add Attachments
- Add Labels
 - e.g. **R2**
(for Brahmaputra)
- Click on „Create“

Attachment No file selected.
The maximum file upload size is 10.00 MB.

Labels ▼
Begin typing to find and create labels or press down to select a suggested label.

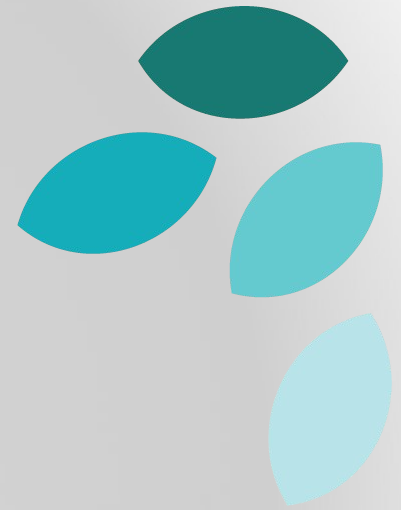
Epic Link **An epic cannot have another epic linked to it.**
Choose an epic to assign this issue to.

Sprint **None**
JIRA Agile sprint field

Create another

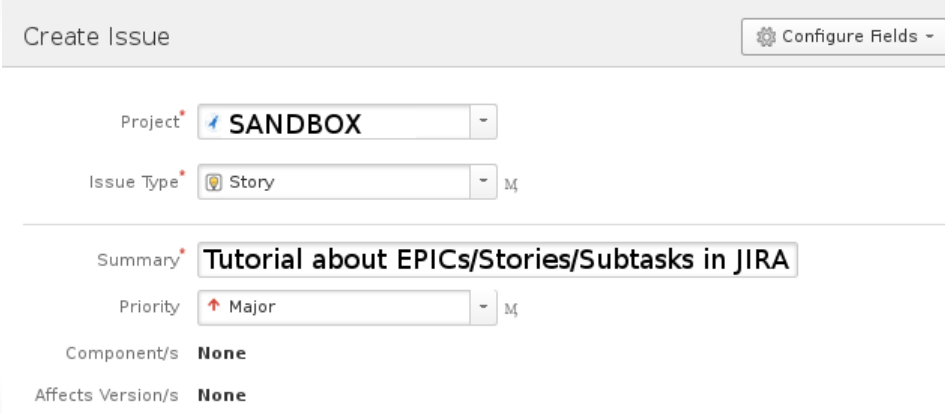
How to create a Story

- Log in to JIRA
- **Create issue**
- The „Create Issue“ form appears



How to create a Story

- Select the Project
 - e.g. SANDBOX
- Select the Issue type
 - Story
- Summary
 - e.g. „Tutorial about EPICs/Stories/Subtasks in JIRA“



The screenshot shows the 'Create Issue' form in JIRA. The form is titled 'Create Issue' and has a 'Configure Fields' button in the top right corner. The form contains the following fields:

- Project:** A dropdown menu with 'SANDBOX' selected.
- Issue Type:** A dropdown menu with 'Story' selected.
- Summary:** A text input field containing 'Tutorial about EPICs/Stories/Subtasks in JIRA'.
- Priority:** A dropdown menu with 'Major' selected.
- Component/s:** A text input field containing 'None'.
- Affects Version/s:** A text input field containing 'None'.

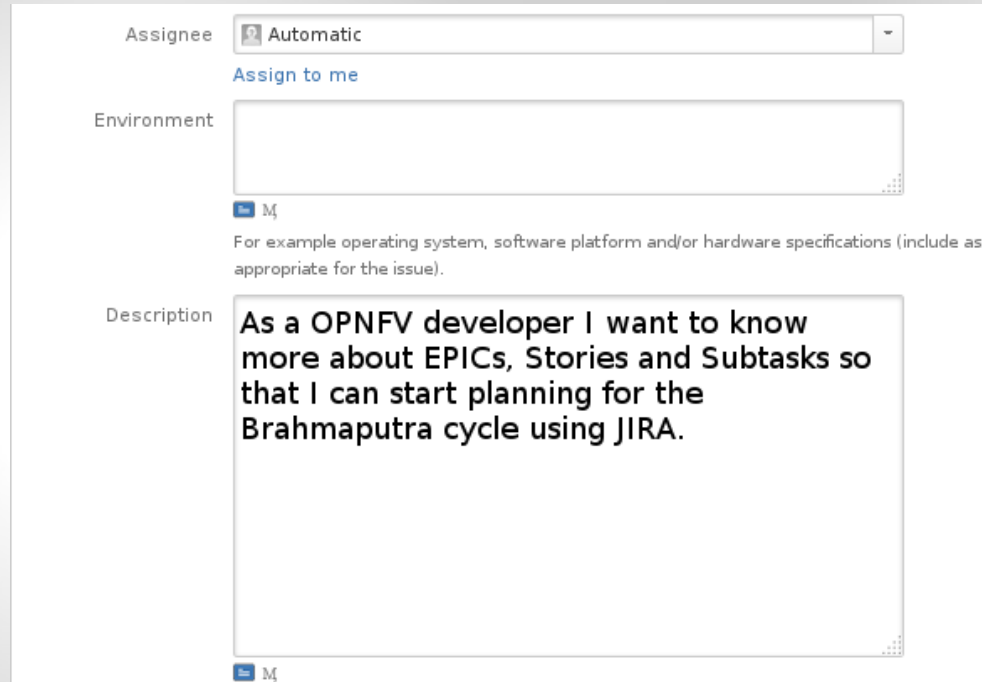
How to create a Story

- Add Description state:
 - Task goal
 - Definition of Done

As a user ...

I want to ...

So that ...

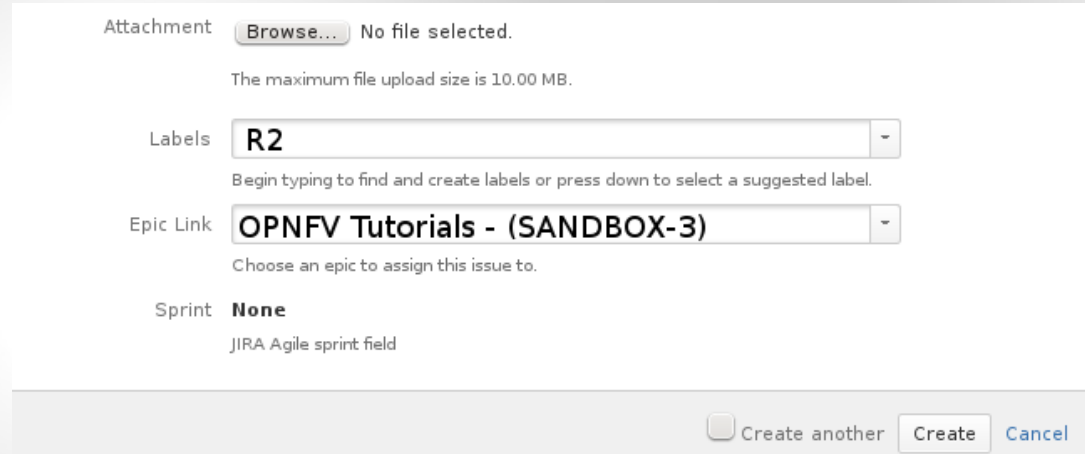


The screenshot shows a JIRA issue form with the following fields:

- Assignee:** A dropdown menu showing "Automatic" with a small icon of a person and a downward arrow.
- Assign to me:** A blue link below the Assignee field.
- Environment:** A large empty text area with a small icon of a document and a downward arrow in the bottom right corner.
- Description:** A large text area containing the text: "As a OPNFV developer I want to know more about EPICs, Stories and Subtasks so that I can start planning for the Brahmaputra cycle using JIRA." with a small icon of a document and a downward arrow in the bottom right corner.

How to create a Story

- Add Attachments
- Add Labels
 - e.g. **R2**
(for Brahma Putra)
- Link to EPIC
 - „OPNFV Tutorials“
 - Use Drop-Down
 - Or just start typing
 - OPNFV Tutorial
 - or
 - SANDBOX-3
- Click on „Create“



Attachment No file selected.
The maximum file upload size is 10.00 MB.

Labels ▾
Begin typing to find and create labels or press down to select a suggested label.

Epic Link ▾
Choose an epic to assign this issue to.

Sprint **None**
JIRA Agile sprint field

Create another

How to create a Sub-Task

- Log in to JIRA
- To create a Sub-Task for a story first open the story within JIRA.



The screenshot shows the JIRA interface for an issue titled "Tutorial about Epics/Stories/Sub-Tasks in JIRA". The issue is a Story with Major priority, R2 label, and is linked to the "OPNFV Tutorials" epic. It is currently in the "OPEN" state and is unassigned. The reporter is Jan-Simon Moeller. The description reads: "As a OPNFV developer I want to know more about EPICs, Stories and Sub-Tasks so that I can start splaning the Brahmaputra cycle using JIRA."

JIRA Dashboards ▾ Projects ▾ Issues ▾ Agile **Create** Search 🔍 ? 👤

SANDBOX / SANDBOX-4

Tutorial about Epics/Stories/Sub-Tasks in JIRA

Edit Comment Assign More ▾ Start Progress Resolve Issue Close Issue Export ▾

Details

Type:	Story	Status:	OPEN <a>View Workflow
Priority:	Major	Resolution:	Unresolved
Labels:	<a>R2		
Epic Link:	<a>OPNFV Tutorials		

People

Assignee:	Unassigned <a>Assign to me
Reporter:	Jan-Simon Moeller
Votes:	0
Watchers:	1 <a>Stop watching this issue

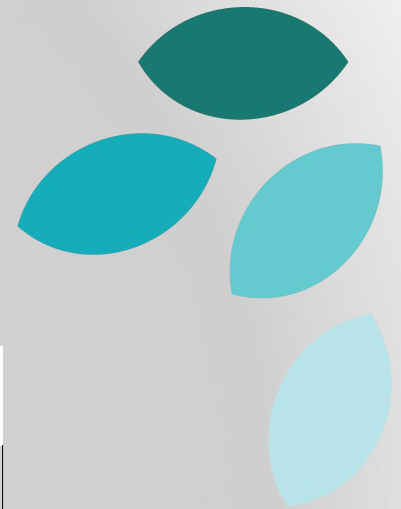
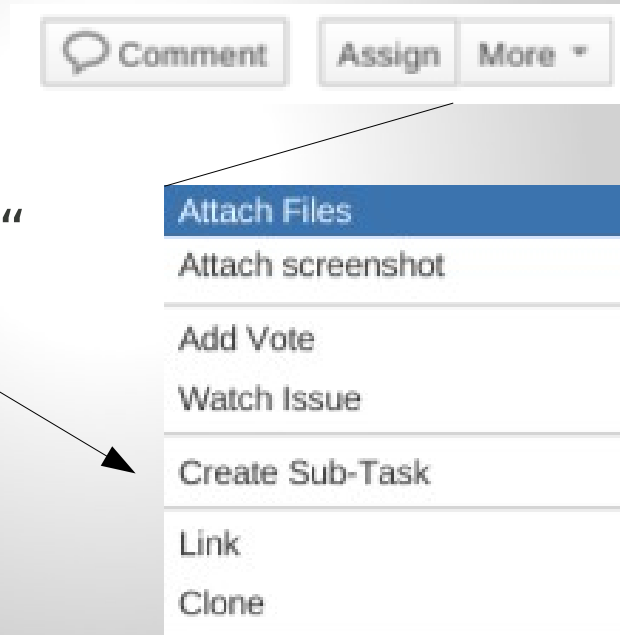
Dates

Created:	5 minutes ago
Updated:	5 minutes ago

OPNFV

How to create a Sub-Task

- To create a Subtask for a story first open the story within JIRA.
- Click on „More“
- Select „Create Sub-Task“
- A new form will appear



How to create a Sub-Task

- Write the Summary

Create Subtask : **SANDBOX-2** ⚙️ Configure Fields ▾

Issue Type* ?

Summary*

Priority ?

Component/s **None**

Affects Version/s **None**


Assignee ▾

[Assign to me](#)

How to create a Sub-Task

- Add the Description

Environment


 ?

For example operating system, software platform and/or hardware specifications (include as appropriate for the issue).

Description

Two projects need to be created in JIRA:
- EXAMPLE
- SANDBOX
Assign ownership to XYZ, ABC

Definition of Done:
Project created
Owners assigned

 ?

How to create a Sub-Task

- Add Attachments
- Add Labels: e.g. „R2“
- Click on „Create“

Attachment Keine ausgewählt
The maximum file upload size is 10.00 MB.

Labels
Begin typing to find and create labels or press down to select a suggested label.

Epic Link
A subtask cannot be assigned to an epic.
Choose an epic to assign this issue to.

Sprint **None**
JIRA Agile sprint field

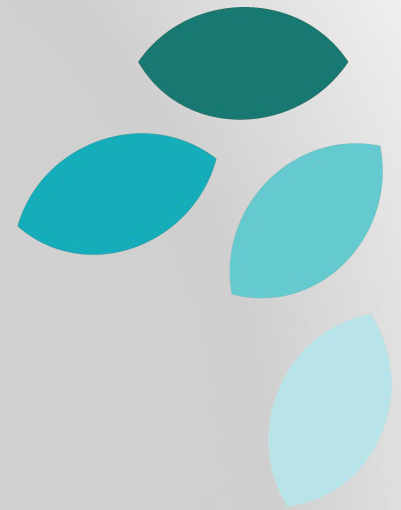
Create another



How to enter the
data for the
upcoming release

Typical workflow for planning

- Create project high level plan using EPICs
 - As a project/team, start writing high level Epics in order to plan your work/deliverables
 - Epics help you to group related stories under them to improve the visibility and traceability.
 - Epics can also be used to give a high level roadmap regarding your project.



Typical workflow for planning

- Write your user stories and plan your work
 - Write good subject, description and definition of done/acceptance criteria
 - Write user stories from user perspective
 - „As a user, I want to ... , so that ... “



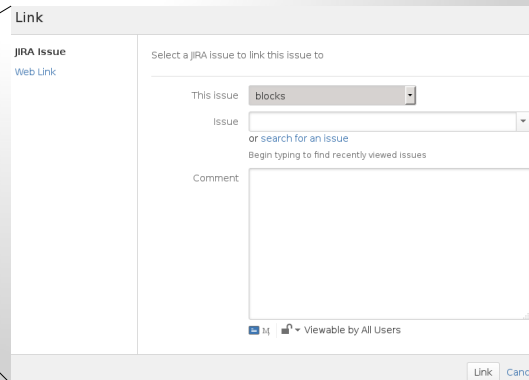
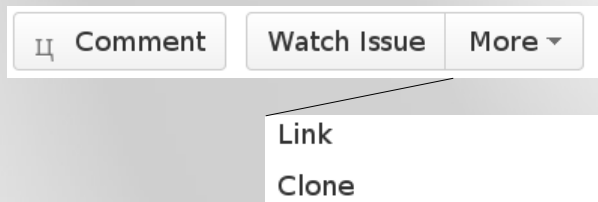
Typical workflow for planning

- Label the stories that are in scope of the release
 - Use **R2** for Brahmaputra



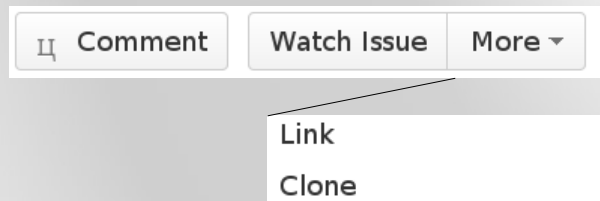
Typical workflow for planning

- Highlight the dependencies between Epics and/or Stories
 - show what dependencies you have within your project
 - Use JIRA **Link** feature to create associations



Typical workflow for planning

- Highlight the dependencies between *your* Epics and/or Stories and **other projects**.
 - Important – shows external dependencies
 - Use JIRA **Link** feature to create associations



Typical workflow for planning



- Prioritize the EPICs/Stories/Sub-Tasks
 - Project priorities are visible to other Projects which might depend on it
 - Available levels:
 - Blocker - e.g. blocks development, test, production
 - Critical - e.g. crash, loss of data, memory leak
 - Major - e.g. Major loss of function
 - Minor - e.g. Minor loss of function
 - Trivial - e.g. Cosmetic problem or spelling

Typical workflow for planning

- Done
- Backlog ready and you can start to develop
- Regardless which workflow your project uses (this is up to the projects),

track progress in JIRA!



Live Demo 



Task

- Create an EPIC in the SANDBOX project
- Create a Story in the SANDBOX project as part of your just created EPIC.
- Create two Sub-Tasks to your Story. Make one Sub-Task depend on the other.



References

- <https://help.rallydev.com/writing-great-user-story>
- <http://www.romanpichler.com/blog/10-tips-writing-good-user-stories/>
- [https://www.scrumalliance.org/community/articles/2008/september/what-is-definition-of-done-\(dod\)](https://www.scrumalliance.org/community/articles/2008/september/what-is-definition-of-done-(dod))
- <https://confluence.atlassian.com/display/AGILE/Product+Backlog>
- <https://confluence.atlassian.com/display/AGILE/Creating+an+Epic>
- <https://confluence.atlassian.com/display/AGILE/Story>



End



11.09.15